



Open Recruitment

EXECUTIVE SECRETARY

Approx. \$53,764 - \$65,350 Annual Salary

**Plus 7% District Paid CalPERS Retirement Contribution and
\$1,199.98 Monthly Allowance to Purchase Health Insurance**

Open: March 10, 2006 Close: April 3, 2006

The Bay Area Air Quality Management District is a regional government agency governed by a 22-member Board of Directors (elected officials appointed from nine (9) San Francisco Bay Area counties). The District's mission is to achieve clean air to protect the public's health and the environment.

The Bay Area Air Quality Management District is currently recruiting for the position of Executive Secretary in the Executive Office. This is a full-time non-exempt, confidential position.

The Executive Secretary reports directly to the Executive Office Manager and with minimal direction provides varied, complex and confidential secretarial and office administrative assistance to executives management staff including the Deputy Air Pollution Control Officers (DAPCOs) and as needed the Executive Officer/APCO; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- Prepares materials and agendas for meetings of Board of Directors and Committees formed by the Board of Directors; coordinates agenda materials and information with District staff members; ensures packets are circulated, reviewed, and ready in final format for distribution; ensures critical deadlines are met by staff.
- Over the phone and in-person, interacts with District Board members, high level executives from industry and local and national regulatory agencies, and members of the general public providing information and resolving complaints which regularly requires the use of tact, discretion, sound judgment and the interpretation and application of policies and procedures; handles confidential information and inquires regarding personnel and controversial District matters and affairs.
- Makes appointments and arranges conferences and meetings for the Executive Office Manager, DAPCOs and when necessary the Executive Officer/APCO, exercising considerable discretion in commitment of the Executive Office Manager's, DAPCO's and Executive Officer/APCO's time; uses MS Outlook to maintain calendar and schedule appointments; prepares travel authorizations and travel expense reports and makes travel arrangements.
- Using MS Word, composes and types correspondence and memoranda for signature of the Executive Office Manager, DAPCOs and when necessary the Executive Officer/APCO with or without instructions; reviews letters and other documents for compliance with established format, grammar, punctuation and sentence structure before presentation to the Executive Office Manager, DAPCOs and Executive Officer/APCO for approval and signature; checks documents and correspondence for compliance with standard office procedures to ensure that appropriate coordination has been completed.
- Researches, compiles, and organizes information, for use by the Executive Office Manager, and DAPCOs, relating to complex reports and special project; personally prepares status reports and undertakes projects assigned by the Executive Office Manager and DAPCO; uses MS Power Point to prepare presentation materials for use by the Executive Office Manager and DAPCO; uses MS Excel to track information and perform calculations.

- Screens incoming correspondence and arranges correspondence for the Executive Office Manager's and DAPCO's reply in order of priority, with appropriate background material attached for reference; independently prepares correspondence regarding matters not requiring the Executive Office Manager and DAPCO's personal attention; refers correspondence to District staff members for reply.
- Relieves executive staff of certain administrative matters by following up on projects, transmitting information, tracking and organizing files and correspondence, and keeping informed of pertinent activities.

MINIMUM QUALIFICATIONS

Two (2) years of secretarial experience which has included providing office and administrative support to management staff at a level equivalent to the District class of Administrative Secretary **or** Two (2) years of experience providing secretarial and administrative assistance to an executive level manager and related subordinate supervisory and professional staff.

Experience working with Board of Directors, Commissioners, City Councils, or Board of Supervisors and providing direct support to senior executive management is extremely desirable. Demonstrated ability to use advanced functions in MS Office computer software in work setting is highly desirable. Completion of some college or business school coursework in office administration is desirable.

OTHER REQUIREMENTS

Must possess a valid California driver's license and meet the automobile insurability requirements of the District. Must have the ability to type at the rate of 55 net words per minute from printed copy. **Typing tests will be administered at the District Office on April 10th and 11th (Tentative).**

HOW TO APPLY

Interested individuals must submit an official BAAQMD application, signed supplemental application form, and responses to the supplemental application form to the District's Human Resources Office at 939 Ellis Street, 4th Floor, San Francisco, CA, 94109 by: **NO LATER THAN 5:00 PM ON MONDAY, APRIL 3, 2006.** For an application package, please call the Human Resources Office at (415) 749-4980 or download the application materials from our website: www.baaqmd.gov. Resumes will be accepted but not in lieu of the required application materials. Postmarks, faxes, and E-mails will not be accepted. Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

SELECTION CRITERIA

Selection will be based upon a competitive examination consisting of an interview, which may include a work product exercise. A qualifying training and experience evaluation based on your application materials (screening panel) and/or a panel interview may be held depending on the number of qualified applications received.

SALARY AND BENEFITS (See www.baaqmd.gov for additional information)

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical, dental and vision option
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula) + retiree health benefits
- ✓ Transit subsidy up to \$175.11 per month
- ✓ 12-30 days of annual leave and 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year plus 13 paid holidays